MENU PLANNING AND PRODUCTION RECORDS FOR CHILDREN, AGES 1 THROUGH 12 YEARS

Using the **Milk Worksheet** below, and the instructions on the following page, calculate the minimum quantity of milk the center must purchase each month. Base the calculations on the number of children served at meals and snacks throughout the previous month. For the future, keep in mind that required milk purchases may vary according to changes in attendance. The center should also purchase extra milk for second helpings or spills and plan to purchase adequate quantities of milk for adults, if adults eat with the children.

Milk Worksheet

Center Name:		Month/Year	
Total Breakfast Count			
Average	1-2 Year Olds	x 4 oz. =	
	3-5 Year Olds	x 6 oz. =	
	6-12 Year Olds	x 8 oz. =	
		Ounces Needed	
Total Lunch/Supper Count			
Average	1-2 Year Olds	x 4 oz. =	
	3-5 Year Olds	x 6 oz. =	
	6-12 Year Olds	x 8 oz. =	
		Ounces Needed	
Total Snack Count			
Average	1-2 Year Olds	x 4 oz. =	
	3-5 Year Olds	x 4 oz. =	
	6-12 Year Olds	x 8 oz. =	
		Ounces Needed	
Total Ounces I	Needed +	+ =	
TOTAL OUNCES NEED	DED Divid	ded by 128 oz. = Gallons of Milk Neede	ed

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Milk Worksheet Instructions

- 1. Fill out the name of the center and the month/year at the top of the page.
- 2. Using the center's meal attendance for the previous month, write the total number of meals served in the "Total Meal Count" box for each meal (breakfast, lunch/supper, snack, etc.).
- 3. Specify the number of children served in each age group for each of the meals in the appropriate boxes.
- 4. Multiply the number of children in each age group by the number of ounces required for each age group.
- 5. For each meal, add the number of ounces required for each age group and record these numbers in the "Ounces Needed" boxes.
- 6. Place the total number of ounces needed for each meal in the "Total Ounces Needed" boxes at the bottom of the worksheet. Add these numbers and record the total number of ounces needed for all meals.
- 7. Divide the total ounces needed for all meals by 128 (128 ounces per gallon) and place this number in the "Gallons of Milk Needed" box.
- 8. This final total is the minimum number of gallons the center must purchase each month to meet the CACFP Meal Pattern requirements.
 - ** Keep in mind that required milk purchases may vary according to changes in attendance. The center should purchase extra milk for second helpings or spills and plan to purchase adequate quantities of milk for adults, if adults eat with the children.